## How field offices handle the testing and reporting of fence materials

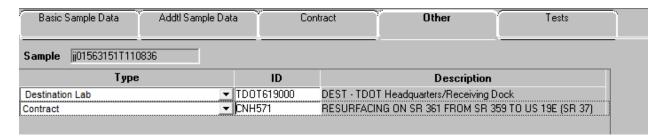
From our SOP:

## FENCING MATERIALS:

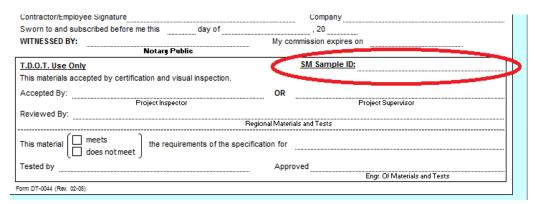
The Project Inspector shall sample all fencing materials used at the site. The TDOT representative shall deliver the samples to the Materials and Tests Laboratory.

Below is a quick overview of the process from start to finish:

- Component materials and Producer certifications are delivered to the project.
- Project inspector takes a sample of each component material (fabric, posts, wires, misc. hardware, etc.) and creates SiteManager samples.
  Use the sample record details and 909 material codes shown on page 2, send to HQ Dock. Note contract number on the "Other" tab of the sample and add "Default" tests.



- You will need to create a SiteManager sample for each component material code and add data for all tabs of the sample records as you create them.
- Each material w/ its own T2 listing SiteManager sample ID number in the "For T.D.O.T. Use Only" section is submitted to HQ lab for testing.



- When testing is complete, T2's with results of testing noted on them are signed and sent to Project Supervisor. (I assume lab keeps copy)
- For payment, the contractor submits signed, notarized T2 listing contract items and quantities to Project Supervisor.
- Construction Field Office personnel attach test result T2(s) and certifications to notarized T2 and create T2.707 sample record. This notarized T2 will need SiteManager sample ID number added to the "For T.D.O.T. Use Only" section by Operations Office Staff. They will also add the "Lab Control Number" that was used on samples tested in the HQ lab to the bottom of this SiteManager T2.707 sample
- Notarized T2 is signed by Project Supervisor and all paperwork is forwarded to Regional M&T Supervisor for review.
- Regional M&T supervisor (or assistant) reviews all paperwork and signs Notarized T2.
- Copies of completed paperwork are sent to HQ M&T and Construction Field office.

## **SMALL QUANTITY REPORTING:**

From the SOP. For Small Quantity acceptance of fencing material (pg 28)

Fence Fabric or Wire,	Visual Inspection and	Project Inspector	Occasionally.	Placement site.	Not to exceed 1000 lin. Ft. (300 m) per
Fence Posts &	Dimension Check				project. Supplier to furnish
Braces, etc.					certification.

A SiteManager acceptance sample of one of the following will be created and sent to HQ labs with applicable certifications: **909.02.001**- Zinc Coated Fence (Chain Link), **909.02.001**- Alum-Coated Fence (Chain Link), or **909.02.002**- Chain Link Fence (Polyvinyl Chloride) The only test linked to the sample will be M020- Visual Inspection.

The sample will be received in the Chemical lab and given a lab serial number. The SM sample record will be marked "Complete" if certifications meet requirements. It will be marked "Failed" if the certifications do not indicate the material meets minimum spec requirements. Operations office staff will follow existing procedures once they receive paperwork back from the HQ lab.

Sample type: Acceptance Acceptance Method: Acceptance

Test Method(s): Accept Default Destination Lab: 619000; DEST-Headquarters

909.01.001	Zinc Coated Stock Fence
909.01.001a	Alum-Coated Stock Fence
909.01.002	Stock Fence (High Tensile)
909.01.003	Studded T-post
909.01.004	Lug-U post
909.01.005	End/Corner Post
909.01.006	Top Rail/Braces
909.01.007	Zinc Coated Fence (Barbed Wire)
909.01.007a	Alum Coated Fence (Barbed Wire)
909.01.008	Zinc Coated Fence (Barbed Wire, Hi-Tens)
909.01.008a	Alum-Coated Fence (Barbed Wire, Hi-Tens)
909.01.009	Misc Hardware (Fence)
909.01.010	Treated Wood Post
909.02.001	Zinc Coated Fence (Chain Link)
909.02.001a	Alum-Coated Fence (Chain Link)
909.02.002	Chain Link Fence (Polyvinyl Chloride)
909.02.003	Line Post
909.02.005	Zinc Coated Wire (Tension)
909.02.005a	Aluminum-Coated Wire (Tension)
909.02.006	Zinc Coated Truss Rod
909.02.007	Turnbuckle